

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation
No. 690-11

7 November 2000

Effective: 6 December 2000

**Civilian Personnel
EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

FOR THE COMMANDER:

OFFICIAL:

MAURICE BUCHANAN
Colonel, USA
Deputy Commander/Chief of Staff

/SIGNED/
TERRENCE N. TIERNAN
Director, Information Management

DISTRIBUTION:
A

Summary. This regulation establishes the United States Military Entrance Processing Command (USMEPCOM) Equal Employment Opportunity (EEO) Program. It presents guidance, assigns responsibility, and defines requirements in support of the Department of Defense (DOD) and Department of Army (DA) EEO Program as prescribed by the Equal Employment Opportunity Commission.

Applicability. This regulation applies to USMEPCOM commanders, supervisors, managers, and civilian personnel.

Supplementation. Supplementation to this regulation is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MEE0/EO, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Interim message changes (IMCs). IMCs to this regulation are not official unless disseminated via the Command Message System from the Command Executive Administrative Support Office, HQ USMEPCOM.

Suggested improvements. The proponent agency of this regulation is HQ USMEPCOM, ATTN: MEE0/EO. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms), or by memorandum, to HQ USMEPCOM, ATTN: MEE0/EO, 2834 Green Bay Road, North Chicago, IL 60064-3094.

*This regulation supersedes USMEPCOM Reg 690-11, 16 September 1998.

Management control process. This regulation contains management control provisions, but does not identify key management controls that must be evaluated.

Content

	Paragraph	Page
General		
Purpose	1-1	1-1
References	1-2	1-1
Abbreviations and terms	1-3	1-1
Responsibilities	1-4	1-1
Program elements	1-5	1-3
Chapter 2		
Affirmative Employment Program		
Requirements	2-1	2-1
Multiyear Affirmative Employment Plan	2-2	2-1
Annual updates	2-3	2-1
Quarterly reports	2-4	2-2
Chapter 3		
Discrimination Complaint Process		
EEO counseling	3-1	3-1
Alternative dispute resolution	3-2	3-1
Negotiated settlement agreements	3-3	3-1
Labor counselors	3-4	3-2
Complaint documentation	3-5	3-2
Chapter 4		
Special Emphasis Programs and Observances		
Participation	4-1	4-1
Examples	4-2	4-1
Information	4-3	4-1
Appendixes		
A. References		
B. Special Observances and Resource Organizations		
Glossary		

Chapter 1

General

1-1. Purpose

This regulation is the guidance established by the Equal Employment Opportunity (EEO)/Equal Opportunity (EO) Office, Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), to provide oversight for administrative and dispute resolution activities, education of the assigned staff, and assessment of program implementation.

1-2. References

References are listed in appendix A.

1-3. Abbreviations and terms

Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The Commander, United States Military Entrance Processing Command (USMEPCOM), will—

- (1) Communicate the command EEO policy and program to USMEPCOM.
- (2) Ensure implementation of the EEO Program.
- (3) Approve the Affirmative Employment Program Plan (AEPP) and annual updates to the Plan.
- (4) Ensure key managers and supervisors support and participate in the EEO Program.
- (5) Ensure the USMEPCOM EEO Office participates in command review and analysis programs according to Army Regulation (AR) 690-12 (Equal Employment Opportunity and Affirmative Action).
- (6) Ensure allocation of resources for the USMEPCOM EEO Program.
- (7) Provide for the prompt, fair, and impartial processing of complaints according to applicable laws and regulations.
- (8) Provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishments in EEO.

b. The Equal Employment Opportunity/Equal Opportunity Officer, USMEPCOM, will—

- (1) Make EEO information available to employees of and applicants for employment with USMEPCOM.
- (2) Develop, coordinate, and evaluate EEO programs and plans for approval of the USMEPCOM Commander.
- (3) Develop the USMEPCOM Affirmative Action Plan in coordination with the USMEPCOM Civilian Personnel Office (CPO).
- (4) Coordinate the development and maintenance of interservice support agreements for sectors and military entrance processing command stations (MEPSs).

(5) Provide leadership, advice, and assistance to local servicing organizations for the sectors and MEPSs.

(6) Review local programs at the MEPSs for adequacy.

(7) Perform program evaluation throughout the command.

(8) Coordinate issues affecting the command.

(9) Manage the administration of the discrimination complaint process for the command.

c. Equal Opportunity Specialist, USMEPCOM, will—

(1) Serve as the Special Emphasis Program (SEP) Manager for the command.

(2) Ensure commanders, managers, and supervisors are advised on the employment status of race, gender, and ethnic groups within the organization.

(3) Compile data for special analyses and reports.

(4) Provide assistance in developing strategies to counter identified barriers to full employment of qualified applicants and employees.

(5) Provide input into the development of the AEPP and the annual update.

(6) Augment services provided through interservice support agreements.

(7) In conjunction with the equal opportunity advisor, serve as a consultant to HQ USMEPCOM special observance committees.

(8) Maintain automated demographic and complaint data.

d. Sector and military entrance processing station (MEPS) commanders will—

(1) Ensure full implementation of the USMEPCOM EEO Program.

(2) Maintain a working relationship with the servicing EEO office.

(3) Request assistance of the servicing EEO office as required.

(4) Develop, post, and maintain EEO and prevention of sexual harassment policies.

(5) Post local discrimination complaint procedures including the name, location, and telephone numbers of the EEO office staff, EEO counselors, and designated EEO officials.

e. Servicing EEO office will—

(1) Ensure implementation of requirements in the related interservice support agreements.

(2) Inform HQ USMEPCOM EEO/EO of discrimination complaint activity.

(3) Process EEO complaints according to AR 690-600 (Equal Employment Opportunity Discrimination Complaints).

(4) Provide MEPS commanders and supervisors copies of relevant regulations and policies to ensure program implementation.

1-5. Program elements

a. Command personnel policies and practices in employment, development, advancement, and treatment of employees will be based on equal treatment.

b. Hiring officials, managers, and supervisors will give USMEPCOM employees and employment applicants information on reporting allegations of discrimination. Individuals presenting complaints of discrimination will be allowed to do so without fear of reprisal.

c. Instances of substantiated acts of discrimination will be promptly and effectively discharged.

d. Affirmative employment action programs and plans for minorities and women will be developed according to Department of the Army (DA) (see AR 690-12) and Department of Defense (DOD) guidance.

e. SEPs (for example, the Federal Women's Program, Hispanic Employment Program, Black Employment Program) will be an integral part of the EEO Program.

f. Resources and procedures to ensure adherence to regulatory requirements include the following:

(1) Ensuring distribution of funds required in association with processing complaints.

(2) Monitoring time frames established to manage the program.

(3) Coordinating dispute resolution for complaints.

(4) Advising the USMEPCOM Commander and sector commanders on the disposition of complaints requiring their decisions.

(5) Ensuring copies of complaint files are forwarded to HQ USMEPCOM, ATTN: MEE0/EO, 2834 Green Bay Road, North Chicago, IL 60064-3094.

g. People with Disabilities Program:

(1) Managers and supervisors will make reasonable accommodations to the known disabilities of applicants. Accommodations will be considered on a case-by-case basis.

(2) Managers and supervisors will contact their servicing CPO to coordinate efforts for specific applicants or employees.

Chapter 2

Affirmative Employment Program

2-1. Requirements

Federal agencies are required to establish and maintain an affirmative employment program. An effective program establishes clear and attainable objectives for full use of a diverse work force. Minimum requirements for the program include:

- a. Developing an AEPP, maintained under file number 690-700f and destroyed after 2 years.
- b. Advertising the program throughout the organization.
- c. Ensuring support and accountability of managers and supervisors toward implementation and accomplishment of program objectives.

2-2. Multiyear Affirmative Employment Plan

a. The Multiyear Affirmative Employment Plan is the prescribed system to monitor, measure, and report EEO and AEPP progress.

b. The plan will—

- (1) Analyze the current work force.
- (2) Establish measurable affirmative employment objectives and action plans with specific target dates for correcting identified discrepancies.

2-3. Annual updates

The USMEPCOM EEO Officer will provide an annual update for the Department of the Army EEO Agency according to the Agency guidance. Updates will include the following:

- a. An assessment of resources and organization.
- b. The composition of the work force.
- c. The distribution of minorities, women, and people with disabilities by grade level and grade grouping.
- d. The distribution of minorities, women, and people with disabilities in the major occupations.
- e. Intra-agency movement of employees.
- f. Recruitment and hiring.
- g. Reasonable accommodation for people with disabilities.
- h. Accessibility to agency facilities.
- i. Employee separations and disciplinary actions.
- j. Prevention of sexual harassment.

k. EEO complaints processing.

l. Program evaluation.

2-4. Quarterly reports

a. SEP managers will prepare statistical reports each quarter on the composition of the work force by organizational level, occupational categories, grade-level groupings, and minority sex designation for review by the EEO/EO officer.

b. EEO/EO officers will prepare status reports of ongoing EEO complaints to ensure appropriate monitoring.

Chapter 3

Discrimination Complaint Process

3-1. EEO counseling

a. Eligibility. Complaints of employment discrimination for civilian employees and applicants seeking employment with USMEPCOM will be processed according to the procedures in this regulation, tables 3-1 and 3-2.

(1) Interservice support agreements will indicate that EEO counseling is provided by the servicing activity.

(2) Certified EEO counselors at the MEPS will not counsel individuals employed in the same MEPS.

b. Associated costs. Costs not covered in the interservice support contract (for example, court-reporter costs) will be funded through HQ USMEPCOM (MEEEO/EO).

c. Notification. Servicing activities will advise HQ USMEPCOM (MEEEO/EO) of complaints presented by employees or applicants seeking employment with USMEPCOM within 5 working days of the initial contact.

d. Designated management representative. If a complaint is filed against the commander of a subordinate unit, the commander of the next higher command will designate a management representative to function on behalf of the command. If a complaint is made against a—

(1) MEPS commander, the sector commander (or designee) will be the management representative authorized to resolve the complaint.

(2) Sector commander, the USMEPCOM Commander (or designee) will be the management representative authorized to resolve the complaint.

e. Formal complaints. Sectors and MEPSs must coordinate a formal complaint with the USMEPCOM EEO/EO Officer.

3-2. Alternative dispute resolution

a. The servicing EEO office will offer a certified alternative dispute resolution (ADR) procedure option for complaints filed by employees or applicants seeking employment with USMEPCOM. ADR will include the service of a certified neutral (b below).

b. The USMEPCOM EEO Officer may certify individuals assigned to USMEPCOM as neutrals for intervention in ADR procedures. USMEPCOM neutrals must be able to assure neutrality and impartiality in each assigned case.

c. A summary of the resolutions reached through the ADR process must follow Equal Employment Opportunity Commission (EEOC) regulatory guidance. The summary will be maintained at USMEPCOM EEO/EO Office according to AR 690-600 and under file number 690-600a, destroy 2 years after final resolution of case. (See par. 3-5b).

3-3. Negotiated settlement agreements

A copy of settlement agreements will be forwarded to HQ USMEPCOM, ATTN: MEEEO/EO, 2834 Green Bay Road, North Chicago, IL 60064-3094.

3-4. Labor counselors

HQDA EEO complaint procedures require coordination and review of complaints with labor counselors. Assistance of labor counselors in the complaint process will be according to existing interservice support agreements and AR 690-600.

3-5. Complaint documentation

Documents associated with a complaint will be maintained at the servicing EEO office and HQ USMEPCOM EEO/EO Office under file number 690-600a, destroy 2 years after final resolution of case.

a. Complaint Automated Tracking System (CATS). Complaint information will be entered into the DA CATS. Activities without access to CATS will provide the information for the CATS entry to the USMEPCOM EEO Specialist.

b. Case files.

(1) Documents relating to the complaint will be maintained according to AR 690-600 and under file number 690-600a, destroy after final resolution of case.

(3) The file will have an index identifying each section and the contents of each section.

(4) The servicing activity will send a copy of the case file to HQ USMEPCOM, ATTN: MEEEO/EO, 2834 Green Bay Road, North Chicago, IL 60064-3094.

(5) The case file also will be tabbed in reverse chronological order and will contain legible copies of documents.

(a) Tab G (Compliance, Reconsideration, Appeal, and Final Army Actions or Decisions). Tab G will include documents provided by either party regarding actions subsequent to the report of investigation.

(b) Tab F (EEOC Hearing Documents). Tab F will include documents related to the decision of the administrative judge (AJ) or the Merit System's Protection Board (MSPB) AJ. The MSPB AJ decision and verbatim transcript of hearing and exhibits. (When the hearing record is too large to include in the primary case file, a cover sheet indicating Hearing Record and Tab F may be placed on top of the hearing record.)

(c) Tab E (Allegations of Noncompliance with Offer of Resolution or Negotiated Settlement Agreement (NSA)). Tab E will include documents in evidence of compliance or noncompliance.

(d) Tab D (Post Investigative and Pre-Hearing Documents). Tab D will include the following documents:

1. Notice to designated Army representative of date, time, and location of the EEOC hearing.
2. Documentation of the offer of resolution and the complainant's nonacceptance of offer of resolution.
3. The AJ determination of motions filed by agency representative or complainant.
4. Copy of any motion filed by or on behalf of complainant and a copy of the agency motion.

(e) Tab C (Investigative Documents). Tab C will include the report of investigation and the entire OCI investigative file.

(f) Tab B (Formal Complaint Documents—Re-Investigative). Tab B will include the following documents:

1. Miscellaneous documents.
2. Agreement or declination to participate in the alternative dispute resolution (ADR).
3. Offer of ADR.
4. OCI-related correspondence.
5. Acceptance or dismissal letter with supporting documentation.

(g) Tab A (Pre-Complaint Documents). Tab A will include the following documents:

1. Miscellaneous pre-complaint documents.
2. EEO counselor's report.
3. Notice of Right to File a formal complaint letter.

Table 3-1 Steps in Individual Complaints of Discrimination	
Action	Time Limits
1. Employee, former employee, or applicant must see EEO counselor or officer.	Within 45 calendar days of the date of the matter alleged to be discriminatory, or within 45 calendar days of the effective date of a personnel action. An extension to the time limits for contacting an EEO counselor may be granted by the EEO office processing the complaint if the complainant shows: (1) he or she was not notified of the time limits and was not otherwise aware of them; (2) he or she did not know, or reasonably would not have known, that the discriminatory matter or personnel action occurred; (3) despite due diligence, he or she was prevented by circumstance beyond his or her control from contacting a counselor within the time limits. Individuals raising complaints (complainants) will be advised that they may choose between traditional EEO counseling and the ADR program offered by the servicing EEO office.
2. EEO counselor or officer makes inquiry, tries to resolve complaint informally, conducts final interview, and if complaint is not resolved, gives complainant written Notice of Right to File formal complaint.	Within 30 days after the matter was first called to EEO counselor's attention. When the complainant elects to participate in the alternative dispute process, the processing period will not exceed 90 days.
3. Complainant may agree, in writing, to extend the counseling period up to an additional 60 days.	Within initial 30-day counseling period.
4. A complaint must contain a signed statement from the complainant or his or her attorney. This statement must identify the aggrieved individual and the agency and must describe the action(s) or practice(s) that form the basis of the complaint. The statement must also contain a telephone number and address where the complainant or their representative can be contacted. The EEO office will send a receipt acknowledgement to the complainant. The acknowledgement will show the date the complaint was filed and identify the EEOC office having jurisdiction for that geographical area.	Within 15 days after receipt of the Notice of Right to File (See step 2 above).
5. EEO officer accepts or dismisses the formal complaint in whole or in part.	Within 5 days after receipt of formal complaint.
6. EEO officer sends file to the investigating agency requesting assignment of an investigator if any part of complaint is accepted. If the complaint is dismissed, the EEO officer notifies the complainant and his or her representative.	Within 3 days after acceptance.

Table 3-1 (continued) Steps in Individual Complaints of Discrimination	
Action	Time Limits
7. The EEO counselor provides a copy of the counselor's report to EEO office and complainant.	Within 15 days of receipt of formal complaint.
8. Complainant may appeal the Army dismissal notice to EEOC/Office of Federal Operations. If complainant appeals a partial dismissal to EEOC, the investigation of the accepted portion of the complaint may be held in abeyance, pending EEOC decision on appeal.	Within 30 days after receipt of the notice of dismissal.
9. The OCI completes investigation and sends investigative file to the servicing EEO office.	The servicing EEO office is required to issue the investigative report/file and notice within 180 days of receipt of ROI unless there has been an extension, or in an order, EEOC specified time frame. In the event of a noncompliance, complainant may request an EEOC hearing.
10. The processing EEO office will provide a copy of the ROI to complainant and advise complainant of available options.	Within 3 days of receipt of ROI from OCI.
11. Appeal to EEOC	
a. Complainant may request an EEOC hearing or an Army decision without a hearing.	Within 30 days of receipt of the notice.
b. If complainant fails to respond, the EEO officer notifies the EEOCCRA for a final Army decision.	Within 30 days after dispatching notice.
c. Complainant asks for decision without a hearing, EEO officer sends request to EEOCCRA.	Within 3 workdays of receipt of complainant's election.
d. If complainant requests a hearing, the EEO officer requests an AJ from EEOC.	Within 3 workdays of receipt of complainant's election.
12. EEOC sends the findings and recommendations after the hearing to EEOCCRA.	Within 180 days of receipt by an EEOC AJ.
13. The Army final decision by the Director of EEO (or designee) including appeal rights.	Within 60 days of notification that complainant has requested an immediate decision without a hearing; 40 days of EEOCCRA receipt of the AJ findings and conclusions; or within 60 days of the end of the 30-day period (plus the 5-day presumptive mailing time) when the complainant has not requested either a hearing or final decision.
14. Appeal to EEOC	
a. Complainant sends Notice of Appeal to EEOC with a copy to EEOCCRA.	Within 30 days of receiving the Army final decision.
b. Complainant sends statement or brief to support the appeal of the Army decision to the EEOC and copies to the EEO officer and EEOCCRA.	Within 30 days of filing the Notice of Appeal.

Table 3-1 (continued) Steps in Individual Complaints of Discrimination	
Action	Time Limits
15. Civil action by complainant	
a. Before final Army decision.	After 180 days of filing the formal complaint, if no appeal to EEOC and no final Army decision.
b. Instead of an appeal to the EEOC after the Army final decision.	Within 90 days of receiving the Army decision, if no appeal to EEOC.
c. Before the EEOC final decision or appeal.	After 180 days of filing the appeal to EEOC, if no decision from EEOC.
d. After the EEOC final decision or appeal.	Within 90 days of receiving the EEOC decision.

Table 3-2 Steps in Class Complaints of Discrimination	
Action	Time Limit
1. Class agent contacts the EEO counselor about the class complaint.	Usually within 45 calendar days of the date of the matter alleged to be discriminatory, or within 45 calendar days of the effective date of a personnel action. An extension to the time limits for contacting an EEO counselor may be granted by the EEO office processing the complaint if the complainant shows: (1) he or she was not notified of the time limits and was not otherwise aware of them; (2) he or she did not know, or reasonably would not have known, that the discriminatory matter or personnel action occurred; (3) despite due diligence, he or she was prevented by circumstance beyond his or her control from contacting a counselor within the time limits.
2. EEO counselor makes inquiry, attempts informal resolution, and conducts final interview. Informs class agent in writing, of Right to File formal complaint.	Within 30 days after being contacted by the class agent.
3. Class agent files formal complaint with EEO. Notifies EEO officer if legal representation is designated.	Within 15 days after receiving the Notice of Right to File a class complaint.
4. Activity commander designates Army representative. EEO officer coordinates with Army representative on processing complaint.	Within 5 days after receipt of class complaint.
5. EEO officer sends complaint file including a brief, if necessary, to the EEOC district office for assignment of an AJ.	Within 30 days after receiving complaint.
6. Nonspecific allegations and allegations not discussed with EEO counselor are returned by the EEOC AJ for additional information.	AJ gives agent 15 days to respond.
7. AJ recommends to the Secretary of the Army (or his or her designee) to accept or dismiss complaint. Sends copy to agent.	
8. Army Director of EEO (or designee) decides to accept or dismiss the complaint. If a decision is to dismiss, advises class agent of Right to File an appeal to EEOC or a civil action.	EEOC recommendation becomes the decision unless the Army Director of EEO (or designee) rejects or modifies it within 30 days of receipt.
9. If class complaint is dismissed, it is filed as an individual complaint.	
10. If complaint is accepted, the EEOC officer notifies all class members of existence of class complaint.	Within 15 days of acceptance.
11. All parties to complaint develop evidence; AJ may direct investigation.	Within at least 60 days after notification by the EEOC AJ, unless extended.
12. Opportunity for informal resolution.	

Table 3-2 (continued) Steps in Class Complaints of Discrimination	
Action	Time Limit
13. If no informal resolution, hearing by the EEOC AJ.	
14. EEOC AJ findings and recommendations forwarded to EEOCCRA.	
15. Final Army decision. The agent is informed of the right to appeal to the EEOC and file a civil action in District Court.	Within 60 days after receiving the AJ report. If no decision is made within 60 days, the AJ findings and recommendations become the final Army decision.
16. All class members are notified of the final Army decision.	Within 10 days of transmittal of final agency decision to class agent.
17. Individual class members may file a written claim.	Within 30 days after notification of the Army decision.
18. Final Army decision issued on each claim.	Within 90 days after the date the claim was filed.
19. Appeals and civil action rights:	Within 30 days after the Army decision.
a. Class agent may appeal to EEOC when the Army—	
(1) Dismisses a complaint.	
(2) Refuses to reinstate complaint for processing after agent alleges the Army has not carried out terms of resolution.	
(3) Issues decision on merits of complaint or corrective action.	
(4) Issues a final decision on petition by a class-member challenging fairness of settlement agreement.	
b. Individual class claimant may appeal to EEOC when the Army—	
(1) Dismisses a claim for individual relief.	
(2) Decides on a claim for individual relief.	
(3) Refuses to vacate the settlement.	
(4) Denies noncompliance claim.	
c. Class agent and individual class claimants may file a civil action when—	
(1) The Army issues a final decision on complaint or claim and there is no appeal to EEOC.	Within 90 days.
(2) There is no Army decision on complaint or claim and no appeal to EEOC.	After 180 days from date of filing formal complaint or claim with Army.
(3) EEOC issues a decision on appeal.	Within 90 days.
(4) An appeal was made to EEOC and no decision has been given.	After 180 days from date of filing appeal with EEOC.

Chapter 4

Special Emphasis Programs and Observances

4-1. Participation

Employees may participate and conduct ceremonies when mission allows to observe nationally proclaimed or other specially-designated community activities that particularly affect minorities, women, and people with disabilities and that support the EEO Program.

4-2. Examples

Examples of special observances and resource organizations are in appendix B.

4-3. Information

a. The USMEPCOM EEO specialist designated as the USMEPCOM SEP Manager will provide information on observances to all levels of the organization.

b. Requests for technical assistance may be directed to the servicing activity or to USMEPCOM MEEEO/EO Office.

Appendix A

References

Section I (The publication(s) needed to comply with this regulation.)

Required Publications

AR 690-12

Equal Employment Opportunity and Affirmative Action. Cited in paragraphs 1-4a(5) and 1-5d.

AR 690-600

Equal Employment Opportunity Discrimination Complaints. Cited in paragraphs 1-4e(3), 3-2c, 3-4, and 3-5b(1).

Section II (The file number(s) this regulation prescribes for specific documents.)

Prescribed File Numbers

690-700f

EEO reports. Cited in paragraph 2-1a.

690-600a

EEO complaint cases. Cited in paragraphs 3-2c, 3-5, and 3-5b(1).

Appendix B
Special Observances and Resource Organizations**15 JANUARY**

BIRTHDAY OF MARTIN LUTHER KING, JR (OBSERVED THIRD MONDAY IN JANUARY). Federal holiday. Theme: to be announced. Contact the Martin Luther King, Jr. Federal Holiday Commission, (202) 708-1005 and the Martin Luther King, Jr. Center in Atlanta, GA (404) 524-1056.

FEBRUARY

AFRICAN-AMERICAN (BLACK HISTORY) HERITAGE MONTH. Theme: to be announced. Contact the Associated Publishers, 1406 14th Street, N.W., Washington, DC 20005-3704, (202) 265-1441, and the servicing Equal Employment Opportunity (EEO) office Black Employment Program Manager.

MARCH

NATIONAL WOMEN'S HISTORY MONTH. Theme: to be announced. Contact the National Women's History Project, (707) 838-6000, or the servicing EEO office Federal Women's Program Manager.

APRIL OR MAY - HOLOCAUST REMEMBRANCE. Contact the United Jewish Federation of Tidewater, Virginia, Holocaust Commission (757) 671-1600.

MAY

ASIAN PACIFIC AMERICAN HERITAGE MONTH. Theme: to be announced. Contact the Federal Asian Pacific American Council, (202) 205-5295; community organizations; or the servicing EEO office Asian Pacific Employment Program Manager.

AUGUST

26 AUGUST – WOMEN'S EQUALITY DAY - Anniversary of the Adoption of the 19th Amendment granting women the right to vote. Contact the National Women's History Project, (707) 838-6000, community organizations, and the servicing EEO office Federal Women's Program Manager.

SEPTEMBER

15 SEPTEMBER-15 OCTOBER HISPANIC HERITAGE MONTH. Theme: to be announced. Contact the Hispanic Management Services Company, 801 Floral Place, NW, Washington, DC 20012, (202) 882-8934; local community organizations; and the servicing EEO office Hispanic Employment Program Manager.

OCTOBER

NATIONAL EMPLOYEES WITH DISABILITIES AWARENESS MONTH. Theme: to be announced. For kits with posters, contact the President's Committee on Employment of Persons with Disabilities at (202) 376-6200 or TDD (202) 376-6205. Contact the State Governor's Committee and local interagency selective placement committees for information on state and local programs; also contact the servicing EEO or civilian personnel office.

1-15 OCTOBER - HISPANIC HERITAGE MONTH - Continues from 15 September.

NOVEMBER

NATIONAL AMERICAN INDIAN HERITAGE MONTH. Theme: to be announced. Contact community and tribal organizations; the American Indian Society, (703) 442-6264; and the National Congress of American Indians (202) 564-9404.

Glossary

Section I ***Abbreviations***

ADR

alternative dispute resolution

AEPP

Affirmative Employment Program Plan

AJ

administrative judge

AR

Army regulation

CATS

Complaint Automated Tracking System

CPO

civilian personnel office

DA

Department of the Army

DOD

Department of Defense

EEO

equal employment opportunity

EEOC

Equal Employment Opportunity Commission

EEOCCRA

Equal Employment Opportunity Compliance and Complaints Review Agency

EO

equal opportunity

HQ USMEPCOM

Headquarters, United States Military Entrance Processing Command

MEPS

military entrance processing station

MSPB

Merit Systems Protection Board

NSA

negotiated settlement agreement

OCI

Office of Complaints Investigations

ROI

report of investigation

SEP

Special Emphasis Program

USMEPCOM

United States Military Entrance Processing Command

Section II

Terms

class agent

An agent of the class is a class member who acts for the class during the processing of the class complaint.

class complaint

A class complaint is a written complaint of discrimination filed on behalf of the class by an agent of the class alleging that the class is so numerous, a consolidated complaint by the members of the class is impractical; there are questions of fact common to the class; the claims of the agent of the class are typical of the claims of the class; and the agent of the class (if represented, the representative) will fairly and adequately protect the interest of the class.

class member

A member of a group of employees, former employees, or applicants for employment who are alleged to have been adversely affected by an agency personnel policy or practice.